The purpose of this data collection is to gather student enrollment information as of October 1 of the current school year. Data required will be used for publishing the *October 1 Pupil Enrollment Count* and due no later than **October 31, 2007**. This pupil count will be used for disbursement of state grants and Adequate Yearly Performance (AYP).

Audience

This is a required collection for public schools, accredited nonpublic schools, charter schools, and freeway schools.

Instructions

Reporting a Student for Pupil Enrollment Collection:

- 1. Before October 31, 2007, report data for each student enrolled in your school(s) on October 1, 2007.
- 2. Adult students attending Adult Education Programs and being reported to Adult Education should not be reported as enrolled.
- 3. Students reported on Membership are not always the same students reported on enrollment. Only 1 school can report a student in enrollment on October 1. *Do not report students* that are not being educated by your school. The student that transfers out of your corporation will be reported as enrolled on the DOE-PE by the educating corporation and reported by your corporation on the Membership Report (DOE-ME) in September. Students enrolled in a nonpublic school and a public school will be reported by the nonpublic school on the DOE-PE and reported by your corporation on the DOE-ME.
- 4. Report data for the student that is enrolled and expected to be receiving services from your school that offers pre-kindergarten classes. The state assigned school id should be used for field #1 for these students.
- **5.** If two or more schools report the same student as enrolled a conflict will occur and <u>must be resolved</u> before the end of the collection period. This information can be found in the Conflict Resolution in the Message Center in the Application Center.

The required **collection period** will begin on **October1, 2007** and last until October 31, 2007, which is the final date for submission. During this time you are required to submit the file to the Department of Education in the Application Center, check the processing results for errors, and check the reports in the message center for accuracy. If there are any errors or inaccuracies you may correct your data file and transmit the file again until the end of the day on October 31, 2007.

Pupil Enrollment (PE) Report Data Layout

| Field Order | Fieldname Description | Length | Data Field Specification and Requirements | Notes |
|----------------|---------------------------|--------|--|---|
| 1 | School Number | 4 | State Assigned School ID Allowable values are: Valid School number | School building where the student is located |
| A 2 | Student Test Number (CTN) | 9 | Required Field: YES Official Student Test Number (STN) | STN number must already exist in the STN |
| 2 | Student Test Number (STN) | 9 | assigned to student | Lookup |
| B 3 | Grade Level | 2 | Required Field: YES Allowable Codes Are: PW= Pre-School Ages 0-2 PK = Pre-Kindergarten Ages 3-5 KG = Kindergarten 01 = Grade 1 02 = Grade 2 03 = Grade 3 04 = Grade 4 05 = Grade 5 06 = Grade 6 07 = Grade 7 08 = Grade 8 09 = Grade 9 10 = Grade 10 11 = Grade 11 12 = Grade 12 13 = Grade 12+/Adult Required Field: YES | Pre-Kindergarten students should only be reported once they are confirmed to be attending. Do not report students during preregistration. Pre-Kindergarten students, age 5, are students who are not eligible for Kindergarten because their birth date falls after the official enrollment date for Kindergarten. PW – students who are provided Special Education services or Title I services from birth through Age 2. 13 =Grade 12+/Adult: These may be students who received Certificates of Achievement or Course Completion and who have returned for further education and to possibly earn a regular or other diploma. |

| Field Order | Fieldname Description | Length | Data Field Specification and Requirements | Notes |
|----------------|--------------------------------|--------|--|--|
| 4 | Socio-economic Status (SES) | 1 | Is the student approved for free or reduced lunch? Allowable Codes Are: 1 = Student approved for free Meals/milk 2 = Student approved for Reduced price meals 3 = Student not approved for free or reduced meals/milk Required Field: Yes | |
| D 5 | Language Minority Status | 1 | Which proficiency code best describes the | FEP: A language minority student is |
| 5 | Language Minority Status | ' | language minority student? | considered to be FEP if the student's |
| | | | Allowable Codes Are: | English language abilities are "near native" or "native-like", as determined by English language proficiency instrument, and if the |
| | | | 1 = Fluent English Proficient (FEP) | student's academic performance in English |
| | | | 2 = Limited English Proficient (LEP) 3 = Native English Speaker (immigrant | is at grade level. English Language Proficiency Level 5 allowed for FEP |
| | | | only) (FEP) | students. See DOE-LM for reference. |
| | | | Blank = Not a language minority student | LEP: A language minority student is considered to be LEP if the student's |
| | | | Required Field: YES | English abilities are limited (or non-existent), as determined by an English language proficiency instrument, and if the student's academic performance in English is not at grade level. English Language Proficiency Levels 1 through 4 is allowed for LEP students. Only LEP students generate funds. See DOE-LM for reference. |
| E | | | | Code 3 was added in 06-07 on the DOE-LM Language Minority and Immigrant Report to correctly qualify immigrants. This code will remain allowable and be converted to a |
| | | | | code 1. |
| 6 | Retained | 1 | Was the student retained in the same grade as last year? | Y = The student was enrolled in this |
| | | | Allowable Codes Are: | reporting school on Oct 1 and the student was retained in the same grade as the previous year. |
| | | | Y = Yes N = No | N = No, not applicable |
| F | | | Required Field: YES | ,, |
| | l | 1 | Magailea Flora: FEO | |

References

Language Minority Data Layout (DOE-LM)

Example Data File Formats

The following section contains example data files in the allowed comma delimited, positional, and XML formats.

Comma Delimited Format

0001,000102001,02,1,,N 0001,000102999,02,2,1,Y

Positional Format

00010001029990221Y

E(x)tensible Markup Language (XML) Format

Common Scenarios

The following section contains several likely scenarios of student enrollment and a description of how they would be reported.

Scenario #1: Services Student

Scenario: School #1 is providing services to a student that is funded by school #2.

Reporting Result: PE is a school building level count independent of the pupil's resident corporation, so this student would be included in the PE count for school #1 (services school), but not included in the PE count for school #2 (funding school).

Scenario #2: Student Enrolls after October

Scenario: Student enrolls in a school after October 1.

Reporting Result: PE is a count on October 1, so this student should not be included in the PE count for this school.

Scenario #3: Student Enrolled in Vocational School

Scenario: A pupil is enrolled in both an area vocational school and a regular high school.

Reporting Result: The pupil should be counted in the school from which the diploma will be received.

Scenario #4: Student Enrolled in Multiple Schools

Scenario: A pupil educated in two or more schools.

Reporting Result: Pupils educated in two or more schools should be counted by one school only. It is up to the schools to decide which school will report the pupil. If two or more schools report the same pupil then the pupil will be excluded from the enrollment count of all schools until the pupil is reported by a single school.

Change History

| Version | Change History | | | | |
|----------|---|--|--|--|--|
| 08.30.07 | Date of collection changed | | | | |
| | Trial period removed | | | | |
| | 5 Language Minority Status added code 3 for consistency between collections. | | | | |
| | Start of 07-08 Collection | | | | |
| 06.29.06 | PW added to grade levels. XML added. | | | | |
| 05.30.06 | DOE-PS no longer required. Enrollment becomes a separate collection. Enrolled and Retained removed from the | | | | |
| | DOE-PS. Additional fields for the 06-07 School Year. | | | | |
| | Start of 06-07 Collection | | | | |
| | | | | | |